

INTERNATIONAL SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE (ISPRM)

ISPRM COMMITTEE OPERATIONAL GUIDELINES - LEADERSHIP, AWARDS AND NOMINATING COMMITTEE

1. Name

Leadership, Awards, and Nominating Committee

2. Mission

To identify and recommend outstanding candidates for ISPRM leadership roles and awards, fostering excellence and advancing the society's mission of promoting Physical and Rehabilitation Medicine globally.

3. Goals

1. To support the election process of the following positions:
 - President Cabinet
 - Vice President,
 - Secretary,
 - Treasurer.
 - Executive Committee members.
2. To prepare the criteria for the establishment of awards and prizes, recommend the type of awards (plaques, cash, other) and nominate candidates to receive awards and prizes.
3. To nominate the six members of the Leadership, Awards, and Nominating Committee.
4. To nominate candidates for chairing the ISPRM groups.

4. Membership

- a. **Number:** 6 nominated, 1 *ex-officio* liaison
- b. **Mechanism of selection:** The Committee will identify six nominees, after consulting with the ISPRM President, and forward them to the Assembly of Delegates. The Assembly of Delegates will approve the members of the Committee after consideration of the Committee report.
- c. **Eligibility:** ISPRM Active Individual members in good standing.
- d. **Terms of Appointment:** Two years, eligible for re-appointment for a maximum of 2 consecutive terms.

5. Organizational Structure

The Immediate Past-President will chair the Committee.~

6. Meetings

The Committee Chair will convene meetings, conference calls and other methods of communication necessary for the Committee to accomplish its goals. At least 60% of the members must participate in the meeting to be valid. Approval may be held via email if not all members are present during the meeting.

7. Reporting mechanisms

1. The Committee will submit its report and propose nominees for elected positions to the President's Cabinet and Executive Committee for approval. The Committee Chair will present the report and the nominees for elected positions to the Assembly of Delegates to be voted.
2. The Committee will submit its recommendations regarding awards to the President's Cabinet.
3. Upon request of the ISPRM President, the Committee will submit its recommendations for candidates for chairing the ISPRM groups to the President for approval.
4. The Committee will submit any proposed changes to its operational guidelines to the President's Cabinet.

8. Required resources

- a. Central Office support to coordinate its activities.
- b. Conference call support.

9. Procedures

9.1 Nominations for elected positions

- a. The Committee will nominate candidates for the following positions every two years.
- b. It will submit these nominations to the Assembly of Delegates.
- c. The positions to be filled by election every two years are as follows:
 - Vice President,
 - Secretary,
 - Treasurer,
 - Six members of the Leadership, Awards, and Nominating Committee - Each member of the Committee other than the Chair will be from a different country.
 - Executive Committee members.
- d. The Central Office in coordination with the Committee will solicit nominations starting at least 6 months before the dates of the elections.
- e. Nominations should be through written letters that address the various criteria that will be used by the Committee in its selections.
- f. The Committee will use the following criteria in its selection of candidates:

- Previous accomplishments within ISPRM.
 - Other accomplishments within PRM nationally and internationally.
 - Lectures given at ISPRM and ISPRM endorsed Congresses.
 - Regularity of attendance at Congresses associated with ISPRM Board Meetings.
 - Commitment to assume the responsibilities for which nominated.
 - Commitment to attend the Board meeting at which the election takes place.
 - Commitment to attend Board meetings during their tenure on the Board.
 - Paid up membership.
 - Geographical distribution.
 - Gender.
- g. The Committee is requested to interview candidates to make sure they understand the responsibilities of the positions and the commitment required.
- h. The Committee will submit its complete slate to the Central Office for distribution to the President's Cabinet at least 90 days before the dates of the elections, after the President's Cabinet approval, the Central Office will send the information to the Executive Committee asking to convey any comment within two weeks. Finally, the Central Office will send the nominations to the Assembly of Delegates at least 30 days before the dates of the elections.
- i. The ISPRM will not accept nominations from the floor at the AoD.

9.2 Awards

- a. The Committee will annually review the criteria for existing awards and make any recommendations for change to the President's Cabinet.
- b. The Committee will annually decide if there should be any new award:
 - The Committee will develop criteria for any new award.
 - The Committee will submit its recommendations for new awards and their criteria to the President's Cabinet for approval or non-approval.
- c. The Committee will nominate candidates for the following awards:
 - **Sidney Licht Lectureship Award**
 The Sidney Licht Lectureship Award was established by the International Rehabilitation Medicine Association (IRMA) in honour of Sidney Licht, its founding father and a tireless advocate for the expansion of rehabilitation medicine. The ISPRM continues this award to honour physiatrists who have made consistent contributions to the advancement of international physical and rehabilitation medicine.
 Those receiving the award will be respected and admired by their peers for their outstanding accomplishments in advancing the care of those with disabilities internationally, and for their leadership within the ISPRM. The ISPRM when selecting individuals for this award includes among the criteria recognition that the awardees have substantive information to share with their colleagues through the lectureships.
 The award is limited to one every year and need not be given at every congress.
 - **Herman Flax Lifetime Achievement Award**

The Herman Flax Lifetime Achievement Award was established by the International Rehabilitation Medicine Association in honour of Herman Flax who provided outstanding leadership to IRMA and his specialty throughout his long career as an academic physiatrist. The ISPRM continues this award to honour individuals with a lifetime of outstanding and unique contributions to the care of individuals with disability and the specialty of physical and rehabilitation medicine.

Individuals receiving this award will have made contributions in the areas of patient care, research, education, administration and advocacy including advancing the ISPRM. This award is ISPRM's highest honour.

It is limited to one every year and need not be given at every congress.

- **Individual Honour Role Membership**

Honour Role Membership can be awarded to any active ISPRM members in recognition of distinguished contributions to the ISPRM and to the field of PRM. These nominations are to be submitted to the Executive Committee for consideration. The Committee may nominate candidates for the Individual Honour Role Membership every year up to a maximum of 3 candidates per annum.

- **Haim Ring Memorial Award – Individual**

ISPRM established the Haim Ring Memorial Award – Individual to honour Haim Ring, its second President and an inspirational leader. It continues this award to recognize individual members who demonstrate outstanding accomplishments in promoting international visits and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.

- **Haim Ring Memorial Award – Institutional**

ISPRM also established the Haim Ring Memorial Award – Institutional to honour Haim Ring. It recognizes institutions who demonstrate strong engagement in hosting international visitors and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.

- **Individual Honorary Members**

Any person who has made outstanding contributions to the management and care of people with impairments and disabilities. Must not be an ISPRM Member.

- **Distinguished Researcher - Senior**

This award is for Individual members with outstanding research contributions to the field of PRM (Min. 11 years after residency).

- **Distinguished Researcher – Early Career**

This award is for Individual members with outstanding research contributions to the field of PRM (Max. 10 years after residency).

9.3 Nominations for the six members of the Awards, Leadership, and Nominating Committee

- a. The Committee will identify six nominees, after consulting with the ISPRM President, and forward them to the Assembly of Delegates. The Assembly of Delegates will approve the members of the Committee after consideration of the Committee report.

9.4 Nominations for Groups' Chairs

- b. Upon request of the ISPRM President to nominate candidates for leading a specific ISPRM group, the Committee will investigate and then nominate with the help of the previous Chair and other members of the group the best candidates for the available Chair position.
- c. The Committee will use the following criteria in its selection of candidates:
 - Previous accomplishments within the ISPRM.
 - Previous engagement within the ISPRM group.
 - Regularity of attendance at group meetings.
 - Commitment to assume the responsibilities for which nominated.
 - Paid up membership.
 - Geographical distribution.
 - Gender.
- d. The Committee will submit its report and nomination(s) to the Central Office for distribution to the ISPRM President.